

1984

## Fourth Anniversary Report 1980-1084

Office of Administrative Law

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# Fourth Anniversary Report

1980-1984



*OFFICE OF ADMINISTRATIVE LAW*

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1984

# Fourth Anniversary Report

1980-1984

State of California  
George Deukmejian  
Governor

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GOLDEN GATE UNIVERSITY

The Office of Administrative Law  
Nich Stockdale Brewer  
Director



85-1-517

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*“The most effective way  
I know to improve  
our government is to  
bring about increased  
participation by the public  
in affairs of state.”*

George Deukmejian  
Governor  
State of California

# ANNIVERSARY RETROSPECTIVE:

## Democratizing The Process

*by Linda Stockdale Brewer*  
*Director, Office of Administrative Law*



The California Office of Administrative Law was established in 1979. It is the first state agency in the nation with the exclusive power and duty to review regulations to ensure that they are written in a comprehensible manner, are authorized by statute, and are consistent with other laws.

Recently, the soundness of this innovative approach to regulatory oversight was reinforced by the U.S. Supreme Court's decision invalidating the legislative veto as a constitutional means of overseeing executive branch regulations. After this decision, OAL began to receive requests from officials of many states for information about California's unique office.

Shortly after OAL was established, there was much talk of the agency working to "streamline California's Administrative Code" by reducing the numbers of regulations on the books. Indeed, the mandated review of all state regulations that existed before 1980 has already identified and targeted for corrective action or repeal more than 10,000 state regulations that do not conform to new legal requirements.

Until 1983, the review of all regulations in effect before July, 1980, was conducted as an intra-governmental review, designed to identify and eliminate or modify all regulations that do not meet the technical legal standards defined in the Administrative Procedure Act.

The review had been in progress for more than two years when Governor Deukmejian took office and formed his own Task Force on Regulatory Reform. It had become apparent to the Governor that *meaningful* regulatory reform would require more than just a reduction in the number of regulations on the books. It would require regulatory actions based on practical—not just technical—considerations.

Therefore, the Task Force surveyed approximately 300,000 representatives of the regulated public. These individuals identified more than 7,000 regulations that caused unnecessary hardships and imposed unreasonable burdens on the people of California.

Most of these regulations had not been targeted by the first technical review because many of them did “implement” statutes, but had not been revised to meet practical modern day necessities. For example, one regulation that was not targeted for repeal in the first review implemented a 1935 statute and imposed penalties on barber shop owners who failed to display the candy-striped barber poles that were prevalent in the 1930’s. The Task Force findings, therefore, made clear that any effort to achieve meaningful regulatory reform must include input from the public on the practical effects of state regulations. It became apparent that the regulated public was the best source for identifying which regulations were problematic.

Therefore, during the current administration, OAL has developed extensive public programs that demystify the process by which regulations are adopted and repealed in order to achieve a democratization of the regulatory process in California.

The public response to this effort, initiated less than one year ago, has been overwhelmingly positive. In 1983, OAL received an average of fewer than 10 requests per month from private individuals for information about how to provide comments on proposed regulations. Currently, we receive approximately 30 such requests per week.

Our efforts to democratize the regulatory process were recently noted by the management of radio station KNX-AM, the Los Angeles affiliate of CBS, which broadcast the following editorial:

*If you’ve ever been victimized by bumbling bureaucratic regulations, there’s an office in Sacramento that KNX thinks you should know about. It’s the Office of Administrative Law and since 1980 it has been reviewing the 40,000 regulations on the books and every new proposed regulation. Its job is less to streamline regulations than to make the process a fair one. It does that by inviting public comment and making sure those are heard. . . .*

*Most people don’t know about OAL and KNX thinks that’s a shame. Because it is only with public input that it can really carry out its mission. If you would like more information on how to put OAL to work for you, write them at: 1414 K Street, Sacramento, CA 95814.*

*The red tape you cut may be your own.*

It becomes increasingly evident that public participation throughout the process is the most effective way of achieving meaningful regulatory reform. By establishing flexible guidelines for the agency, the legislators who created OAL enabled the office to incorporate these successful steps toward democratization of the regulatory process and, as a result, better government for California●

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# PERSPECTIVES ON THE OFFICE OF ADMINISTRATIVE LAW

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## A Report on OAL

*California newspaperman Fred Kline published the following article in his column "Affairs of State," which is distributed by Capitol News Service to more than 350 community and special interest newspapers throughout California. It is reprinted here, unedited, by permission of Capitol News Service.*

### **Help for Complainers**

by Fred Kline, Capitol News Service

*Four years ago the state Legislature created a new state agency that is extremely powerful, but little known outside the corridors of power. AB1111, passed into law in 1979, gave the new Office of Administrative Law (OAL) authority to guarantee the general public the right to do a whole lot more than just complain about state government red tape.*

*OAL was clearly a "major gift" from the Legislature to the people, and it isn't going to remain an unknown quantity for long. Linda Stockdale Brewer, who has been Director of OAL since March, 1983, refers to it as a "window on state government" and says that Governor Deukmejian fully supports the mission of the office.*

*That could have a significant positive impact on California's economy as well as improving the public's attitude toward state government. OAL, which first began operating in July, 1980, has the clout to make unelected officials of the executive branch of government as accountable to the public for the regulations they write as are members of the Legislature accountable to the electorate for the statutes they pass.*

*Until 1980, that hadn't been true for more than 50 years. In 1850, when California became a state, it was ruled that all state laws would be statutes, which are written by the Legislature. However, by 1921, the Legislature itself had come to realize it could no longer provide detailed solutions to increasingly complex problems.*



That year the Legislature authorized the agencies of the executive branch to write regulations. Regulations “implement, interpret and make specific existing laws,” and would have the authority of law, even though not written by elected representatives.

By 1979, there were more than 40,000 of these regulations on the books, and more than 125 state agencies producing them—no wonder people were complaining about inappropriate rules and unnecessary intrusive requirements.

Although technically the public had the right to comment on proposed new regulations, in practice agency officials had no mandate to solicit such comments or to pay attention to those that were received. Few Californians knew how, or why, they could or should participate in the regulatory process.

With OAL’s creation and new laws to encourage and facilitate extensive public participation in the regulatory process, the Legislature took a giant step toward regulatory reform. Under Brewer’s direction, OAL has begun an active effort to inform the public about the opportunities that now exist for them to determine just what—and how much—state government regulates. “Participation is neither difficult nor expensive,” she says. Until OAL was created, when a state signed off on a regulation, it was law. Now every agency proposal to amend, adopt or repeal a regulation is reviewed by OAL’s legal staff. OAL disapproves all such proposals that do not meet strict new requirements that public comments be solicited and responded to. In addition, OAL reviewers disapprove proposed regulatory changes that do not meet newly established legal standards for necessity, clarity, consistency, authority, nonduplication and legal reference.

“You don’t have to be a lawyer or a lobbyist to comment on regulatory proposals,” says Brewer. “You don’t even have to come to Sacramento to attend a public hearing. In fact, sometimes one sentence on a postcard that points out why a proposed regulation doesn’t meet one of OAL’s legal review criteria will do more to enable OAL to disapprove the proposal than a thousand-page legal brief that isn’t as pertinent.”

OAL has begun an ambitious public participation program to teach how to make appropriate comments on regulatory proposals. These programs include brochures and other informational materials; the Notice Register, a weekly publication that tells which regulations are ready to be commented on and which have been reviewed; and training programs for individuals and groups who want to become involved.

*"Californians now have the power to ensure their government does make regulations that are in their best interest and doesn't make regulations that harrass private individuals or make it difficult for them to find jobs and run their businesses," says Brewer. The OAL is the first state government agency in the nation specifically designed to accomplish regulatory reform. Officials of other states and the federal government are keeping a close eye on OAL's progress. However, its success is ultimately dependent upon the willingness of the people of California to stop ignoring or just complaining about what the bureaucrats do, and get involved.*

## **Correspondence**

After a television reporter described OAL as "an office that is bringing common sense to government," OAL began to receive letters addressed simply to the "Office of Common Sense," 1414 K Street, Sacramento. The following are excerpts from some of these and some other correspondence between OAL and the public and excerpts from letters written to OAL Director Linda Stockdale Brewer in her capacity as Chair of Governor Deukmejian's Task Force on Regulatory Reform:

\* \* \* \* \*

### **From a Private Citizen**

*Department of Common Sense:*

*. . . As a former California government official, I sympathize with the various agencies who have difficulty in complying with legislative mandates, but after hearing about your department, I was compelled to forward this [above noted] bit of nonsense regulation to your attention. . . .*

\* \* \* \* \*

### **From a Representative of the First Presbyterian Church of Hollywood California**

*Dear Mrs. Brewer:*

*I'm writing you in regards to what I feel is an unnecessary and wasteful time of taxpayers money. For the last thirty years our church has discharged the bleed-off from our*

air conditioning system into a storm drain. . . . We only run the air conditioning on Sunday mornings and the bleed-off is minimal. Because of state regulation we now have a file an inch and a half thick of reports and correspondence with the state. Each year we are visited by an inspector who spends one hour reviewing our reports.

When our permit (to discharge bleed-off) came up for renewal we were reviewed by the State Board, along with companies such as U.S. Steel, Ferro Cast Co. . . . How our church could be considered in the same category as these companies is beyond me. . . .

\* \* \* \* \*

**From the California Regional Water Quality Control Board Los Angeles Region to the First Presbyterian Church of Hollywood**

. . . Based on a review of your past monitoring reports and our compliance inspections . . . we find that this waste discharge does not constitute a discharge of pollutants to navigable waters . . . your existing permits will be allowed to expire. . . . You are hereby authorized to suspend all monitoring reports.

\* \* \* \* \*

**From the First Presbyterian Church of Hollywood**

Dear Mrs. Brewer:

On behalf of the Church, I want to thank you for helping . . . I commend you and Governor Deukmejian for the outstanding work you are doing to cut down governmental spending on needless regulations. . . .

\* \* \* \* \*

**Letter from a Private Citizen**

Dear Office of Common Sense:

Will you please add my name to your list of California residents interested in being informed about how to eliminate impractical regulations. . . .

# Small Business Report

The following article is reprinted here unedited by permission of *Small Business Illustrated*:

## **Eureka! A Government Office That Helps You Cut Red Tape**

*There is good news in California for small business owners and all other private citizens who want to help eliminate unnecessary government red tape.*

*In 1980, California became the first state in the Union to establish an office with power to help citizens control the proliferation of government regulations. Called the Office of Administrative Law (OAL), this agency has authority to approve or disapprove regulatory proposals made by more than 125 state administrative agencies that may impact your business or private life. You can have a significant role in determining what actions OAL will take by participating in the regulatory process—and that's something that is not difficult, expensive nor time consuming.*

*Californians are governed by two kinds of state-imposed rules, both of which have legal authority. Statutes are laws written by elected members of the State Legislature, who are directly accountable to the public for their actions. Regulations that implement, or "flesh out", statutes are written by staff of state administrative agencies, who are not directly accountable to you for their actions. OAL was created specifically to fill in this gap in public accountability.*

*Here's how it works: OAL can and does disapprove regulatory proposals when the state agency making them has not followed the procedures established to ensure your right to participate in the regulatory process. One of these procedures requires any regulatory agency to answer your comments about the effect of any regulatory proposal on small business.*

*OAL can also disapprove a regulatory proposal if your comments show it to be unnecessary, unclear or duplicative of another regulation, or if you have*

*demonstrated that the agency making the proposal does not have the authority to do so. Remember, comments you make on the public record help OAL determine when a regulatory proposal should be approved or disapproved.*

*To find out what regulations that may affect your business are being proposed by the various agencies in time to ensure that your comments are included in the rulemaking file that OAL reviews:*

- 1. Write to the Office of Administrative Law, 1414 K Street, Suite 605, Sacramento, CA 95814, for a free copy of its **Directory of State Regulatory Agencies**.*
- 2. Then write to each agency in the directory whose regulations concern you, and ask to be placed on its mailing list for notices of proposed regulatory changes in your areas of concern.*

*You may also request OAL to send you an application for a subscription to the **Notice Register**. This weekly publication contains information about all proposed and approved regulatory action in California. The subscription rate is \$50 per year.*

*In future editions of **Small Business Illustrated**, we will publish articles containing more specific information about how OAL can help you become a cutter of government red tape ●*

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# OAL IN REVIEW: THE FIRST FOUR YEARS

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## Background

In 1979 the California State Legislature took a significant first step in responding to the public outcry that government overregulation had reached a crisis point in California by creating OAL, a new state agency with authority to put an end to inappropriate overregulation.

Calling on representatives from business, labor and the general public for support and assistance, the Legislature developed a comprehensive measure designed to restore public confidence in California's state government by establishing an agency to focus exclusively on overseeing the state's regulatory process.

The resulting legislation, enacted with bipartisan support, directed the new Office of Administrative Law to enforce the strict controls placed on regulatory growth at the state level.

The Legislature mandated OAL to begin immediately to coordinate and oversee a review by the more than 125 state regulatory agencies of all regulations in effect as of July 1, 1980 (hereafter referred to as "existing regulations"). This oversight function was augmented by discretionary authority given to OAL to conduct independent reviews of the same 40,000 existing regulations. The purpose of this massive undertaking was to bring all of California's existing regulations into compliance with the current legal and procedural standards for the adoption, repeal or amendment of regulations, as set forth in legislation enacted in 1979, that had made major revisions to the Administrative Procedure Act (APA).

Also effective July 1, 1980, OAL would become the single control agency responsible for ensuring that all regulations thereafter enacted by state agencies would comply with the provisions set forth in the Administrative Procedure Act. The office was empowered to veto any state regulations that failed to comply with the Administrative Procedure Act.

# California's Regulatory Process

The Administrative Procedure Act (APA) (Government Code sections 11340–11356) governs the adoption of regulations. It specifies the procedural requirements to be followed by state agencies and it defines the six legal standards that all regulations must meet in order to be approved by the Office of Administrative Law.

The six legal review standards are:

- |                |   |
|----------------|---|
| Necessity      | • Has the agency documented for the record why this regulation is needed?   |
| Authority      | • Does the law give the agency the power to adopt the regulation?   |
| Consistency    | • Is the regulation in accord with other regulations or statutes?   |
| Clarity        | • Can the regulation be understood easily by those it regulates?  |
| Nonduplication | • Does no other regulation or statute serve the same purpose as the proposed regulation?  |
| Reference      | • Does the regulation fulfill the legal requirement that it “implement, interpret or make specific a statute enacted by the State Legislature?” |

If a regulation fails any of these standards, the Office of Administrative Law is required to disapprove it. The office is also responsible for *enforcing* state agency responsibilities, especially for ensuring that the rights of the public in the regulatory process are safeguarded. Among other responsibilities, the office is mandated:

1. To correct the problems caused by the “unprecedented growth in the number of administrative regulations.” (Government Code section 11340)
2. To “improve the quality of those regulations which are adopted.” (Government Code section 11340.1)
3. To ensure that regulations are written in language that is not “confusing to the persons who must comply with them.” (Government Code section 11340)
4. To make the “California Administrative Notice Register available to the public and state agencies . . . consistent with a policy of encouraging the widest possible notice distribution to interested persons.” (Government Code section 11346.4(e))

State regulatory agencies are now required to provide for public participation in the rulemaking process. The 1979 revision of the Administrative Procedure Act required agencies to increase the lengths of the time periods they must allow for receiving public comments on proposed regulations from 30 to 45 days. The new law also provides that regulatory agencies now respond to all public comments received.

Another change made to the Administrative Procedure Act requires all state agencies to conduct reviews of all regulations in the California Administrative Code on July 1, 1980. It was intended that the public have a major role in this review.

There are additional opportunities for the public to express views about regulations. For example, any member of the public may petition an agency directly to adopt new regulations or to amend or repeal existing regulations. This process is designed to hold a state agency accountable for the regulations it enforces. Whenever a private individual submits such a petition, the agency must either hold a public hearing, or provide the petitioner a written explanation of why the agency denied the petition.

California's Administrative Procedure Act has been revised several times over the past four years to expand the public's role in rulemaking and the public's ability to hold state agencies accountable for their regulatory actions. These changes include:

- prohibiting enforcement of regulatory policies that have not been formally adopted as regulations;
- requiring agencies to describe the cost impact proposed regulatory action will have on private individuals, small businesses, and other businesses;
- requiring regulatory agencies to publish annual rulemaking calendars that list projected regulatory activity; and
- requiring state agencies to adopt performance standards instead of prescriptive standards whenever possible.

Another recent revision to the APA expands the public's right to obtain a judicial declaration of an existing regulation's validity from the superior court. This makes it possible for any private individual to challenge the validity of any regulation approved by OAL or to challenge a repeal or amendment that was approved by OAL.



# The Process

The public's involvement in the rulemaking process usually begins when an agency formally announces that regulatory action is proposed. Among those the agency must notify before it begins a regulatory action are:

- "Those persons who have filed a request for notice of regulatory action with the state agency."  
(Government Code section 11346(a))
- "A representative number of small business enterprises or their representatives which have been identified as being affected by the proposed action."  
(Government Code section 11346.4(c))
- "Any person or group of persons whom the agency believes to be interested in the proposed action."  
(Government Code section 11346.4(d))

## Results and Accomplishments

In summary, California continues to ensure that state regulatory agencies are accountable to the public for their regulatory actions.

### Review of Existing Regulations

The legal review of regulations in existence before July 1980, which the Legislature mandated be conducted by regulatory agency personnel and coordinated by OAL, was scheduled for completion in 1986. The review was designed to take place over the five-year period with appropriate participation of the regulated public to ensure that excessive and unnecessary regulations would be eliminated.

This review is proceeding on schedule, and will be completed by the 1986 deadline established by the Legislature.

As of December, 1983, OAL had completed its review of the 10,407 pre-1980 regulations the agencies had submitted for amendment or repeal. By December, 1984, it will have completed its review of the remaining 7,232 targeted regulations that are scheduled to be submitted during the current year.

## **Review of Proposed Regulations**

The majority of OAL's resources and time are focused on review of newly proposed regulatory actions by state agencies. By law, OAL must render its decisions on these regulations within 30 days of their having been submitted for review. Only regulations approved by OAL become law.

OAL is also required by law to disapprove regulatory proposals that do not meet all of the Administrative Procedure Act's procedural and legal standards for review. OAL, which is not a policy-making agency, has no discretion to waive APA requirements at any time.

However, regulations, which are "necessary for the immediate preservation of the public peace, health and safety, or general welfare," may take effect within a shorter period of time. OAL is required to complete its review of these "emergency" regulations within 10 days of their having been submitted for review. Emergency regulations, which are adopted without public hearing, may only remain in effect for 120 days. During this period, the regulatory agency must comply with formal procedures established by statute for the compilation of a rulemaking file. This file must be submitted to OAL for review before the end of the 120-day emergency filing if the agency intends its authority to enforce the regulation to continue.

## **Public Access To The Regulatory Process**

In the first few years after the establishment of the Office of Administrative Law, OAL was fully occupied in developing procedures for and conducting comprehensive reviews of existing and newly adopted regulations. At that time, few members of the regulated public were aware of OAL's existence or knowledgeable about OAL's mandate to inform and assist the public in becoming more actively involved in the regulatory process. Therefore, OAL received relatively few requests from the public for information about participation in the regulatory process.

As OAL celebrates its fourth anniversary, it has become increasingly apparent that the process of reviewing both existing and newly proposed regulations has been hampered by the limited numbers of comments received from members of the regulated public. OAL now realizes that it must begin to encourage more public participation in the regulatory

process. At the same time, the public's awareness of OAL as a resource that enables them to play a more active role in regulatory reform has greatly increased.

In May, 1984, OAL established a Public Programs Division to respond to the growing numbers of requests from the public for OAL to provide information about the rulemaking process.

The Public Programs Division consists of a publications unit and a public information unit. The publications unit produces the weekly *California Administrative Notice Register*, the regularly updated *Directory of State Rulemaking Agencies*, OAL's *Annual Reports*, brochures, training manuals and other materials that are designed to assist the public in becoming informed about and participating in the rulemaking process. Other publications unit materials are designed to provide comprehensive information about OAL decisions and the status of regulations submitted to OAL for review.

In the past 18 months, OAL has responded to more than 20,000 requests from private citizens for information about the regulatory process. The public information unit coordinates training seminars for the general public and for representatives of state regulatory agencies and responds to requests from trade, professional, labor and business associations, community and other special interest groups for OAL participation in seminars, meetings and conventions ●

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# ADMINISTRATIVE REPORT

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Linda Stockdale Brewer was appointed Director of OAL by Governor George Deukmejian in March, 1983. An attorney, Brewer held several executive positions in private industry before entering state service. As Director, she has primary responsibility for ensuring that regulations, adopted by more than 130 different state agencies, comply with procedural and legal standards established by the Legislature. She is also the Governor's chief advisor on regulatory programs and policies.

Brewer has reorganized OAL into three divisions structured to meet legislatively-mandated responsibilities in the areas of legal review and legal printing and editing; public programs; and administration and resources.

The Legal Division is headed by Roseann C. Stevenson, Chief Deputy Director and General Counsel. Stevenson, who practiced corporate law before joining OAL in July, 1983, heads an authorized staff of 22 full-time attorneys and one half-time attorney and 16 analytical, editorial and clerical support personnel.

Tina Kerrigan is Deputy Director for Public Programs. Kerrigan is a former public relations executive, writer, and editor. She was appointed to her current post by Governor George Deukmejian in February, 1984.

The Legal Division's primary responsibility is the ongoing, legislatively mandated review of proposals by more than 130 different state agencies to amend, adopt or repeal regulations. In addition, as of December, 1983, the Legal Division had completed its review of all of the 10,407 pre-1980 regulations submitted to OAL for amendment or repeal.

The Legal Division is also in the process of adopting regulations to govern OAL's regulatory review process, and will meet the schedule established for this program in the Legislature's 1984-85 budget.

All regulations approved by OAL are printed in the California Administrative Code under supervision of the legal printing and editing unit of OAL's Legal Division. OAL recently initiated a program to reformat the entire California Administrative Code in order to make it more accessible to the public, more efficient to use and more cost effective.

Stevenson also supervises the activities of OAL's administrative and resources staff. This unit consists of four staff members, who are responsible for personnel, budgets administration and data compilation.

The Public Programs Division has responsibility for complying with provisions of the Administrative Procedure Act that authorize OAL to inform and assist members of the regulated public in participating in the rulemaking process. Public Programs also has primary responsibility for maintaining liaison between OAL, other government entities, the press, and the general public. The Public Programs Division contains a publications unit and a public information unit.

The publications unit produces the weekly *Notice Register*, which is a comprehensive compilation of the status of all regulations submitted to OAL for review and all decisions made by OAL. Agencies proposing to adopt regulations are required by statute to submit contents of proposed regulations and dates of public comment periods to OAL for publication in the weekly *Notice Register*. The publications unit also produces informational materials used by members of the regulated public in preparing and submitting comments on proposed regulations or for preparing petitions for the repeal of regulations.

The public information unit offers assistance to all who wish to become involved in the regulatory process and also supervises the dissemination of information under the Public Information Act. OAL is a highly visible agency of state government that, because of its unique role in government, has substantial knowledge of the areas of responsibility assigned to other state agencies. The public information unit is an informal "window on state government" that complies with frequent requests from private individuals for referrals to legislators, other state, federal and local government agencies.

The Public Programs Division has a staff of seven, including editorial and support personnel •

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# RESOURCE GUIDE TO THE OFFICE OF ADMINISTRATIVE LAW

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Members of the public who wish to participate in the regulatory process and those interested in California's progress toward regulatory reform may find many of the materials and services offered by the Office of Administrative Law to be helpful. The following is an annotated list of publications, resource materials and services made available to the public by the Office of Administrative Law:

1. **THE ADMINISTRATIVE PROCEDURE ACT (APA):** The APA contains the statutory provisions that govern OAL and defines the process state regulatory agencies must follow in developing and adopting regulations to be submitted for OAL approval.
2. **ANNUAL RULEMAKING CALENDAR:** The calendar lists regulations that state agencies plan to adopt, amend or repeal during the course of the year. An excellent planning tool for those who are interested in regulations in preparation for adoption and tracking proposed regulations, the calendar is published annually in March.
3. **CALIFORNIA ADMINISTRATIVE NOTICE REGISTER:** This weekly publication contains formal "Notice" of all regulations proposed for adoption by state agencies. The *Notice Register* explains how to obtain the complete text of proposed regulations, and tells how and where to submit comments to the state agencies proposing regulations for adoption. The publication also contains a Status Report on all regulations adopted by state agencies that have not yet been approved by the Office of Administrative Law. In addition, OAL decisions to disapprove adopted regulations are reprinted in full in the *Notice Register*. The *Notice Register* is available at a subscription rate of \$50 per year.
4. **OAL INDEX:** This is a catalogue of OAL decisions to deny approval of regulations that do not meet the legal standards of the Administrative Procedure Act. The Index provides valuable information about how this important statute is implemented. The Index is updated and reprinted on a periodic basis.
5. **OAL DIRECTORY OF STATE REGULATORY AGENCIES:** The directory is a list of the more than 125 different state administrative agencies that are empowered to adopt regulations.

Each listing contains the name of the director of the agency; the name, address and telephone number of the agency's regulations coordinator; and a referral to the Title in the California Administrative Code under which an agency's regulations are found.

6. **OAL RULEMAKING PROCESS FLOWCHART:** This is a one-page graphic illustration of the step-by-step process involved in the adoption, approval, and filing of California state regulations. The reverse side of the page contains a summary of key statutory requirements that pertain to the regulatory process.
7. **GUIDEBOOK FOR THE REGULATED:** This looseleaf manual is a comprehensive directory that explains the regulatory process. It is designed to assist members of the public who wish to become involved in the regulatory process. It gives detailed instructions on how to address comments on proposed regulations to the adopting agencies. It will assist Californians in making their participation in rulemaking as efficient and as effective as possible. The Guidebook is currently in production, and will be available to the public in 1985.
8. **"YOUR WINDOW ON STATE GOVERNMENT: THE OFFICE OF ADMINISTRATIVE LAW":** This easy-to-read brochure explains why Californians should become involved in the regulatory process and details how the Office of Administrative Law can help private individuals become cutters of government red tape. The brochure was especially designed for use by small businesspersons, schools, civic, fraternal and women's groups, and labor and professional organizations.
9. **CODE RESEARCH:** Individuals who wish to trace the historic process by which a specific California state regulation has been adopted, and/or amended, but who do not have access to the comprehensive *California Administrative Register*, may request code research be done for them by the Office of Administrative Law. OAL is one of a few facilities that maintain complete, accurate and historic sets of the California Administrative Register. A fee of \$43.50 per hour is charged for code research.
10. **OAL TRAINING SEMINARS:** The Office of Administrative Law conducts half-day training sessions to assist Californians who wish to learn how they can participate effectively in the regulatory process. Seminars open to the public are scheduled periodically, as demand dictates. Organizations requesting individualized seminars for groups of 25 or more are accommodated whenever possible.
11. **OAL INFORMATION LINE:** Information about the Office of Administrative Law's role and functions in state government,

information about OAL publications and services, information about the current status of regulations that have been adopted by state regulatory agencies, and information about how private individuals can participate in the regulatory process is available to all Californians who wish to telephone OAL's Information Line. The telephone number is (916) 324-8011.

12. **OAL UPDATE:** A bi-monthly newsletter, OAL UPDATE, deals with matters of interest to those members of the public who wish to participate in the regulatory process or have an ongoing interest in the role and functions of OAL.
13. **OAL MAILING LIST:** This mailing list includes organizations and individuals from the private sector as well as government and media representatives. A complete and up-to-date status is maintained to keep those individuals informed of changes in the regulatory process.

## How To Obtain OAL Services and Regulatory Materials

Single copies of the Administrative Procedure Act, the Annual Rulemaking Calendar, the OAL Index, OAL Directory of State Regulatory Agencies, OAL Rulemaking Process Flowchart, the Guidebook for the Regulated, OAL Update, and the brochure "Your Window on State

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### Coupon

Please send materials indicated on reverse side of this coupon to:

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Public Programs Division  
1414 “K” Street, Suite 605  
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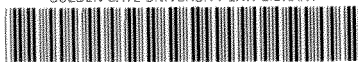
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